

CITY OF SOMERVILLE
PURCHASING DEPARTMENT

SOLE SOURCE REQUEST AND DECLARATION
FROM HEALTH DEPARTMENT

Vendor's Name: HEAD TO FITNESS

Address: 78 Spring Street
Medford, MA 02155

Telephone No. 617-699-8946 Fax No. _____

E-Mail Address: headtofitness10@yahoo.com

Please describe the supply/service and the amount of purchase (except for procurement of library books and school textbooks, educational programs, educational courses, educational curricula in any media including software, newspapers, serials, periodicals, audiovisual materials or software maintenance, sole source procurement must be for an amount less than \$25,000).

Shape Up Somerville seeks to purchase services from Mary Marshall, a nutrition counselor, to support the Shape Up Approved healthy restaurant program. The services provided by Mary will include outreach, menu analysis and other support to restaurants currently participating or seeking to participate in the program. This contract includes 20 hours of service at \$25 per hour for 40 weeks.

Amount: \$20,000.00

Start Date: January 1, 2012 End Date: July 31, 2013

Please describe your efforts to conduct a reasonable investigation into whether there is another practicable source for this supply/service (attach additional pages if necessary).

At the Mayor's direction, Shape Up Approved activities are being immediately and significantly expanded. Mary has provided nutrition consulting services to Shape Up Approved for over a year and is the only consultant currently employed by Shape Up with both a background in nutrition and experience working with Shape Up Approved restaurants.

Please state the reason for your determination that the above vendor is the only practicable source.

Mary's technical expertise and knowledge and experience with the Shape Up Approved program make her the only candidate who can immediately perform the services sought under this contract. A search for another candidate and the subsequent training and relationship building with restaurant owners required in order to succeed in this role would delay this project beyond the timeline outlined by the Mayor.

Department Head

Date